

**Betty Smith**  
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## Profile

Experienced office manager with over a decade of experience working in employee and office management roles. Significant practice in running an administrative team, pricing and procuring equipment, and ensuring office spaces run smoothly and in adherence with OSHA safe employment practices.

## Professional Experience

### **Administrative Manager, ABC Small Corp, Miami, FL**

*January 2012 – Present*

- Oversee administrative assistant staff, including participating in the hiring process
- Manage payroll, including time card processing and providing biweekly paychecks to staff members
- Organize supply orders, including keeping inventory and researching cost management strategies
- Send corporate communications, including executive memos and changes to corporate policies
- Process incoming and outgoing mail for all staff members

### **Office Manager, QRS Manufacturing, Miami, FL**

*January 2011 – December 2012*

- Ensured facility was complying with OSHA standards, including managing safety procedures and posting all required notices
- Managed time cards for payroll purposes, including ensuring correct time reporting
- Oversaw equipment ordering, including heavy machinery for the warehouse as well as standard office supplies
- Served as a resource for warehouse and factory staff, including organizing maintenance requests, answering company questions and providing corporate memos as necessary

## Education

### **Bachelor of Business Administration**

*University of Miami Miami, FL, August 2007 – December 2011*

## Key Skills

- Adobe Acrobat
- Equipment ordering
- Facility management

- Maintenance management
- Microsoft Office
- OSHA experience
- QuickBooks